

RECORDS RETENTION/DISPOSITION AUTHORIZATION

STATE OF WISCONSIN

INSTRUCTIONS

PLEASE TYPE

See detailed instructions on next page

In accordance with s.16.61, Wis. Statutes, this form must be completed, approved by the Agency and Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.

- Shaded areas to be completed by Agency Records Officer. If you have any questions regarding completion of the RDA, contact the Agency Records Officer.
- Agency Records Officer: Review & approve RDA, Assign RDA #. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. RETENTION/DISPOSITION AUTHORIZATION No. (RDA)

Sequential No.

00126

Suffix No.

F

1. Agency No.

435

2. Division No.

302

3. AGENCY NAME

Department of Health and Family Services

4. Type of Request

☐ New ☒ Amended

Division Name

Division of Children and Family Services

Subdivision Name

Administrator's Office

5. Old RDA System # (8 digits)

Xclose

6. RECORD SERIES TITLE

Internal Operations Memos

8. Record Series Life Cycle Dates

Year Created

1982

Year Discontinued

2009

Year of Final Disposition

2010

9. Type of Medium

Paper

☒

Microform

☐

Machine

Readable

☐

Audio

Recording

☐

Other

(Specify):

☐

10. RETAIN: (specify actual period)

Yrs Mo Wks Permanent

1

☐

11. After: (SPECIFY EVENT. If event is not specified, retention is based on creation.)

☐ Closed/terminated/death☒ Superseded☐ Microfilmed☐ Entered into Data System☐ Other - specify:

12. And: (DISPOSITION)

☒ Destroy☐ Destroy☐ Confidential☐ Transfer To State☐ Historical Society☐ Transfer To

UW Archives

☐ Transfer to Other

(Specify):

13. RECORDS SERIES DESCRIPTION (Keep signatures on first page.) If more space needed, go to the last page.

Purpose: The Internal Operations Memos (IOM) provide staff with procedures for doing the business of the Division, such as obtaining a cell phone, driving a fleet vehicle, etc. This retention supersedes RDA 435-126F.

Items: Consists of the original of the IOM and the Approval Mail Request that starts the printing process.

Sunsets: August, 2014

14. Filing arrangement (Check all appropriate categories)

☐ Alpha☒ Numeric☐ Chronologic☐ Geographic☐ Subject☐ Disarranged

15. Estimated Annual Accum.

.5 Cubic Feet

16. Records contain personally identifiable information (if Yes, Contact Name and Telephone No.)

☒ No ☐ Yes - specify:

17. Record Series is Confidential (If Yes, Statute/Code)

☒ No ☐ Yes-specify:

18. APPROVAL SIGNATURES

Are on file with Department Records Officer and Public Records Board

Agency Program Manager

Date Signed

Agency

Date Signed

Agency

Date Signed

Agency Records Officer

Date Signed

PUBLIC RECORD & FORMS BOARD APPROVAL - Contingent on restrictions on record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), that no records be destroyed if litigation or audit involving these records has commenced.

State Archivist

Date Signed

Executive Secretary - PEFB

Date Signed